

**Specifications for Gasoline and Diesel Bid**  
**6/27 /2013**  
**City of Lawrenceburg**

**1.0 Introduction**

The City of Lawrenceburg is accepting bids for **Gasoline and Diesel Fuel**. Bids will be due on 7/17/2013 at 1:00 PM in a sealed envelope clearly marked: **Bid Gasoline and Diesel Fuel**.

**1.1 Scope of Work**

The City of Lawrenceburg is soliciting bid proposals to provide fuel for all City owned vehicles. The fuel will be dispensed from the supplier pumps as needed.

**2.0 Pricing**

Vendor shall have facilities within the immediate areas accessible to the vehicles and equipment of the City which will honor the cards or similar style devices issued by the bidder for making fuel purchases. The cost for these purchases shall be determined by using the Nashville market branded daily Rack price or the Nashville market average daily Oil Price Information Service (O.P.I.S.) price per gallon for each product, plus vendor markup. Include in your bid a copy of the daily price that fuel would have cost the City of Lawrenceburg from 06/01/2013 through 06/15/2013 by day for low grade (regular unleaded, and low sulfur diesel, and off-road diesel. Break out by base price, markup and freight cost. The City of Lawrenceburg does not pay State or Federal taxes on fuel. Included with your bid, a list of pump locations which are located in the City and a list of pump locations which are located in cities bordering the City (list of facility names and include addresses).

**3.0 Product Specifications and Quality**

- a) Gasoline, 87 octane
- b) # 2 Diesel - ultra-low sulfur diesel fuel
- c) Off-road Diesel
- d) Alcohol free, gasoline 87 octane

**Fuels must meet ASTM D-975 specifications, be free of any suspended material and any trace of water. Fuels shall include a biocide, detergent, lubricity additive, and/or corrosion inhibitor as recommended by equipment manufacturer or vehicle maintenance department.**

#### **4.0 Card systems and Accounting**

The successful bidder shall be required to develop and maintain a card and P.I.N. system of accounting for each department within each entity to facilitate the purchasing of fuel and to insure complete and accurate records as required. The City will provide a list of each employee and each vehicle authorized to make purchases. Card readers, cards, software and all other appurtenances required to provide the flow of data between the vendor and the City shall be the responsibility of the vendor. Vendor shall provide reports and maintain accounting procedures to meet the requirements of the City's computer equipment. The vendor shall initially and periodically, if requested, provide training for the City's personnel in the proper methods and procedures to use for purchasing and/ or utilizing vendor's equipment.

The vendor shall collect the following data and transmit copies to the designated buyer's representative with the invoice, on a monthly basis:

- a)** Time and date of purchase
- b)** Vehicle identification number
- c)** Vehicle odometer reading
- d)** Product identity
- e)** Product quantity
- f)** Amount of purchase (dollars)
- g)** Location of purchase
- h)** Driver identification

Other reports may be required on a quarterly and/or annual basis. Please provide samples of available reports.

#### **6.0 Evaluation of Proposals**

The City of Lawrenceburg will award the contract to lowest responsible and responsive bidder meeting specifications, quality, and performance standards pursuant to the Municipal Purchasing Act of 1983. Response will be based on the following factors;

- Completeness of response
- Cost
- Vendor track record, including references
- Quality of service
- Quality of product

#### **7.0 Contract Award**

The City of Lawrenceburg reserves the right to reject any or all proposals and to waive any informality found therein. The City of Lawrenceburg will award a contract based on evaluations described above.

#### **8.0 Contract Duration**

Unless ended pursuant to the terms and conditions of established contract, the contract between the successful bidder and the City of Lawrenceburg shall be in effect for a period of two years beginning the day of the contract signing.

**9.0 Cancellation Clause**

The city of Lawrenceburg reserves the right to terminate this contract prior to the end of the period indicated upon seven (7) day's written notice, for failure to meet required specifications. In the event of termination, all fuel purchased prior to the effective date of termination shall be paid by the City of Lawrenceburg.

**10.0 Proposal Submission**

**BIDS WILL BE OPENED: July 17th 2013 at 1:00 pm in the Council Meeting Room in the City Administration Building.**

Proposals shall be directed to the attention of:

City Administrator, Chris Shaffer

233 West Gaines NBU #4

Lawrenceburg, TN 38464

Telephone: 931-762-4459